



## **Position Announcement**

<b>Title:</b>	<b>Facilities Support Associate 5</b>
<b>Classification:</b>	Non-Exempt – Full-time
<b>Direct supervision received from:</b>	Facilities Coordinator
<b>Functional supervision received from:</b>	TCATN President
<b>Office Location(s):</b>	100 White Bridge Pike; Nashville, TN 37209
<b>Hours:</b>	Monday – Friday, 7:30 a.m. – 4:00 p.m.

### **FUNCTION OF THE JOB:**

The Tennessee College of Applied Technology Nashville is accepting applications for a full-time Facilities Support Associate 5. Education is equivalent to graduation from a standard high school. Experience in a variety of construction and maintenance work with strong emphasis on electric and plumber. Possess in-depth knowledge of one or more trade areas represented by certification or licensure. Experience including previous leadership responsibilities. Two years of full-time maintenance experience in an industrial/commercial setting required.

### **DUTIES AND RESPONSIBILITIES:**

- Performs skilled maintenance tasks including HVAC/R, electrical, plumbing, carpentry, and masonry as needed.
- Read blueprints and specifications to estimate the materials and supplies that will be required to complete a job.
- Make on-site inspections of jobs to determine what materials and supplies were used as well as inspecting quality of work.
- Orders materials and supplies as needed for various jobs.
- Confers with higher-level supervisor concerning problems with work assignment or personnel.
- Performs other work as assigned.

### **MINIMUM QUALIFICATIONS:**

- Two years of full-time maintenance experience in an industrial/commercial setting required.
- Knowledge of the materials, methods and principles used in a variety of construction and maintenance jobs and projects.
- Knowledge of accepted construction methods to determine the cost of a particular job.
- Knowledge of occupational hazards and safety precautions.
- Knowledge of the principles and practices of supervision.
- Perform repairs and/or installation of facilities systems.
- Provide input to facilities operational budget.
- Establish and carry out preventive maintenance program.
- Maintain licensure and certifications.
- Serves as the on-premises authority in area of technical specialty.
- Ability to assign, supervise, and inspect the work of others.
- Ability to evaluate situations and make decisions.
- Ability to express ideas clearly, concisely and convincingly.
- Ability to establish and maintain an effective working relationship with other employees.

**SALARY:** Commensurate with education and experience



**APPLICATION DEADLINE:** Review of applications will begin immediately, and applications will be accepted until position is filled.

**SPECIAL INSTRUCTIONS TO APPLICANTS:** Unofficial transcripts are acceptable for the application process. Official transcripts are required upon hire. Applicants may be subject to a background check.

**APPLICATION PROCEDURE:** Interested individuals should submit a cover letter, résumé and TCAT Nashville application via email, fax, or mail to:

Email: [rachel.white@tcatnashville.edu](mailto:rachel.white@tcatnashville.edu)

Fax: 615-425-5582

Tennessee College of Applied Tech - Nashville  
ATTN: Human Resources  
100 White Bridge Road  
Nashville, TN 37209

**Please download this application, fill it out, and save it with your name**

<https://tcatnashville.edu/sites/default/files/media/2025-05/TCAT%20Employment%20Application%20%28Revised%205-2025F%29%201.pdf>

TBR does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, disability, age, status as a covered veteran, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Melanie Buchanan, Vice President, [melanie.buchanan@tcatnashville.edu](mailto:melanie.buchanan@tcatnashville.edu), 615-425-5570.

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